

ATTACHMENT J.4.94

**INITIATING WASTE CHARACTERIZATION ACTIVITIES USING
THE MATERIAL EVALUATION FORM (MEF)**

CONTROL NO. FER-0021
SITE PROCEDURE EW-0001 (SSOP-0002)
REVISION NO. 5


INITIATING WASTE CHARACTERIZATION ACTIVITIES USING THE MATERIAL EVALUATION FORM (MEF)

Effective Date: 02-13-95

Originator (Subject Expert): _____ Date

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APPROVED BY:


Terence D. Hagen, Manager of Environmental Restoration
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2/15/95
Date

FERNALD ENVIRONMENTAL MANAGEMENT PROJECT

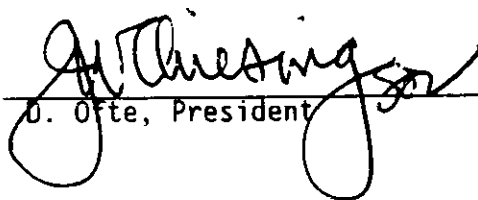
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INITIATING WASTE CHARACTERIZATION ACTIVITIES USING THE MATERIAL EVALUATION FORM (MEF)

SSOP-0002

Effective Date: 02-13-95

AUTHORIZED BY:


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FERNALD ENVIRONMENTAL MANAGEMENT PROJECT

Fernald Environmental Restoration Management Corporation
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RECORD OF ISSUE/REVISIONS

<u>DATE</u>	<u>REV. NO</u>	<u>DESCRIPTION AND AUTHORITY</u>
01-11-91	0	Instructions for completing the Material Evaluation form required per Request No. P90-292, initiated by K. Nuhfer.
04-16-91	1	Revised to update form and include steps to allow for an MEF revision per Request No. P91-093, initiated by J. Ogg.
06-20-91	2	Revised to update technical content and form per Request No. P91-235, initiated by R. Henderson.
10-22-91	3	Revised to insert correct form per Request P91-390, initiated by L. Hamblin.
03-29-94	4	Revised to update to current FERMCO requirements and format per Request No. S93-037, initiated by C. S. Waugh. This supersedes and replaces WEMCO Revision 3, dated 10-22-91.
02-13-95	5	Minor revision per Request No. S94-155, initiated by S. McCrotty. This document supersedes SSOP-0002, dated 03-29-94, Rev. 4.

The latest changes to this document are indicated by a "change bar" (|) in the right margin. Changes are also shaded in the text when needed to help identify changes. Note: Change bars and shading from the previous revision are removed only changes for the latest revision are shown.

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1.0 PURPOSE


The Fernald Environmental Management Project (FEMP) Waste Management System provides for appropriate control and management of waste materials from the point of generation, through required interim storage, to final disposition. The functional requirements for this waste management system are established in "driver" documents such as the state and federal hazardous waste rules and negotiated legal agreements (e.g., Stipulated Amendment to the Consent Decree and the Amended Consent Agreement). The FEMP utilizes appropriate document systems, including site and department procedures, to specify activities to satisfy these functional requirements.

All waste managed at the FEMP shall be appropriately characterized to support selection of safe, effective, and least cost management alternatives. This procedure specifies the required activities to initiate waste characterization using the Material Evaluation Form (MEF) and associated generator documentation. A completed MEF establishes a "waste profile" which identifies requirements for managing materials that match the profile. The associated generator documentation (checklists, the MEF Inventory Attachments and the MEF Verification Form) provides a means for relating specifically inventoried material to an established MEF. In order to achieve the most expeditious characterization, it is imperative that the generator contact Waste Characterization (WC) and initiate the MEF prior to the actual generation of the waste or the start of the project--whenever possible.

Detailed instructions for using the MEF, the MEF Inventory Attachments, and the MEF Verification Form are provided on the back of each form. They are also included as attachments to this procedure.

2.0 SCOPE

This procedure applies to all waste, containerized and bulk, that is managed by the FEMP Waste Management System. This includes waste generated at the FEMP as well as FEMP-generated waste returned from offsite sources or vendors. FEMP containerized waste management facilities include designated container storage areas as well as container staging areas. FEMP bulk waste management facilities include: tanks, bins, silos, controlled soil stockpiles, the Central Storage Facility (CSF), the Scrap Metal Pad (SMP), the Decontamination Facility Pad (DFP), the Soil and Rubble Pile Cover (SRPC) and other (future) bulk waste management facilities.

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2.0 SCOPE (cont.)

This procedure is not applicable to site products or excess materials being sold at fair market value to be used for their intended purposes. This procedure is, however, applicable to certain recyclable materials (e.g., certain materials that must be reclaimed prior to reuse). This procedure does not apply to soils returned to their point of excavation or Investigation Derived Waste (IDW) managed at the point of generation with its parent materials. This procedure does apply, however, to excess soils and IDW that require management in the FEMP Waste Management and Inventory Systems.

3.0 DEFINITIONS

Checklist(s) - A document applying to a specific container of waste that is used to validate the contents of the container against the physical characterization criteria noted in a completed MEF. Checklist validation is used for high volume, continuously generated wastes such as scrap wood, scrap metal, or scrap light duty vehicles. Checklist validation is controlled by procedure 20-C-625. (Attachment A is a sample checklist.)


Controlled Holding Area - The area designated for holding uncharacterized material (excluding backlog material and material generated from a soil boring activity) for a maximum period of 89 calendar days. Wastes are placed here while awaiting characterization and proper storage.

FEMP Waste Characterization Process - The actions and procedures used to complete the MEF, associated MEF worksheets, and inventory validation documentation.

FEMP Waste Management System - The interaction of physical activities and their associated management facilities as governed by relevant procedures and other documentation that provides for the management of waste materials from the point of generation, through required interim storage, to final disposition.

Generator - A person (or persons) who either directly or indirectly produces a waste stream or supervises/manages projects which produce waste streams requiring waste characterization.

Inventory Validation Documentation - Documents which demonstrate identification and control of waste from the point of generation through characterization and eventually, to final disposition. Within the scope of this procedure, inventory validation allows for the immediate identification of the characterization of any inventoried waste. Verification Form and MEF Inventory Attachment samples are provided in Figures 3 and 4.

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3.0 DEFINITIONS (cont.)

Material Evaluation Form (MEF) - The FEMP document which identifies unique waste streams. A completed MEF establishes a "waste profile" which identifies requirements for managing materials that match the profile.

MEF Number - A unique identifying numeric string that denotes a waste stream, and its associated waste characterization file.

MEF Verification Form and MEF Container Inventory Attachment - A two-part system of documentation by which discrete material is associated with a specific waste profile documented on an MEF. MEF Verification Form and MEF Container Inventory Attachment shall be used for all wastes generated and containerized.

MEF Worksheets - Forms used by WC personnel to document the basis for decision making which results in the completed Evaluation Section of the MEF. Guidance for completing the worksheets is found in the Waste Characterization Manual.

Re-evaluation Date - Date specified by WC upon which material must be re-evaluated based on waste stream specific factors, generation rates, and waste management practices. At a minimum, continuously generated waste streams must be re-evaluated annually or until sufficient data is collected to justify a longer period between required re-evaluations.

Requestor - Person or persons providing input for the waste characterization system.


Waste - A material that is no longer needed or suitable for its intended use and has been discarded or is intended for discard.

Waste Characterization Manual - A manual that provides an overview of the waste characterization process at the FEMP for external customers (e.g., Nevada Test Site (NTS) or auditors) and provides criteria used by FERMCO's WC activities.

4.0 RESPONSIBILITIES

Generator

- Ensuring that the waste stream is characterized in its present generated form. This process begins with submittal of the MEF and concludes upon receipt of the completed MEF and MEF Inventory Attachment.
- Completing the requestor section of the MEF, the requestor section of the MEF Verification Form, and the MEF Inventory Attachment.

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4.0 **RESPONSIBILITIES** (cont.)

Generator


- Providing the WC group with all available and relevant information regarding the material which is being evaluated and providing timely response to requests for further information.
- Requesting re-evaluation of a waste stream when the waste stream has changed in composition or when the generating process has changed.
- Arranging for transfer of material to the controlled holding area if necessary (e.g., when waste is generated and requires temporary storage prior to characterization or sampling if required.)

NOTE: Material may be transferred to the Controlled Holding Area only when sampling and analysis has been requested or when otherwise specified. See SSOP-0008, "Preparing and Transferring Uncharacterized Waste to the Controlled Holding Area."

- For containerized wastes, obtaining complete inventory information, (full 15 digit lot code and drum number, inventory number or container serial number) prior to initiating actions to transfer waste to site management facilities.
- Ensuring that generated wastes are managed in a safe and compliant manner either through the transfer of the waste to appropriate designated storage areas or through pre-designated management methods at the location of generation.
- Maintaining a copy of the completed MEF, MEF Verification Forms, and the MEF Inventory Attachments associated with the waste.

Waste Characterization Personnel

- Maintaining a listing of sequential MEF numbers to be used by the facility to identify waste streams and their associated characterization documentation. MEF numbers are to be provided to generators upon request. However, until the generator submits a completed MEF, the MEF remains on an inactive status with WC.
- Verifying that an MC&A Inventory exists for the material which has been represented to WC on the submitted MEF form.
- Performing necessary actions in compliance with applicable Federal and State regulations, the Waste Analysis Plan and Waste Characterization Manual in order to fully characterize materials documented in the Generator section of each MEF.

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4.0 RESPONSIBILITIES (cont.)

Waste Characterization (WC) Personnel

- Responding to inquiries regarding the use and completion of the MEF.
- Notifying generators of requirements for re-evaluation of continuous or periodically generated waste streams.
- Maintaining a waste characterization file of the original of each MEF as a part of the FEMP Operating Record.
- Maintaining a waste characterization database which at a minimum provides a summary of information contained in the characterization files and provides a means of tracking required actions to complete waste characterizations.
- Identifying, at any time during the characterization process, unique or previously undocumented health and safety issues related to a specific waste. When identified, forward to Environmental Safety and Health (ES&H) copies of relevant information pertaining to the waste along with a Health and Safety Addendum for completion.
- Distributing copies of the completed MEF paperwork per the distribution noted on the form. This includes the generator who required a copy of the completed MEF in order to gain admittance to a warehouse.
- Maintaining a list of personnel authorized to sign part D of the evaluation section of the MEF and ~~Section C~~ of the Verification Request Form. Changes to this list shall be forwarded per the general distribution shown on the MEF.
- Providing assistance to generators in identifying appropriate MEFs for verification of additionally generated waste inventory. Evaluation of verification forms shall be completed within five (5) working days following their receipt by WC.

Materials Control and Accountability (MC&A)

- Maintaining the site-wide RCRA and All Materials Inventories with the corresponding inventory information for each container documented on the MEF Verification Form and associated MEF Inventory Attachments or Checklists.

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4.0 RESPONSIBILITIES (cont.)

Materials Control and Accountability (MC&A)

- Providing generators with FEMP lot codes, container numbers and (optionally) inventory numbers for generated wastes when requested.
- Notifying Waste Characterization of discrepancies in the site-wide waste inventories which require assistance to resolve.

Environmental Safety and Health (ES&H) - Providing concurrence on non-radioactive waste classification of materials when required.


Regulatory Programs - Providing regulatory policy guidance/concurrence relative to waste classification of materials when required.

Hazardous Waste Compliance - Maintaining the official site RCRA Operating Record in accordance with all applicable federal and state regulations.

5.0 GENERAL

Waste Characterization (WC) maintains a list of the principle technical contacts for each CERCLA/RCRA Unit (CRU). These representatives have been designated as the primary interface between CRU activities and characterization functions within the Waste Management system. When initiating a waste characterization activity, the generators should first contact their respective CRU representative in Waste Characterization.

The generator may also contact WC either in person or at 738-9353 to obtain an MEF number of each waste stream generated or for use of the Verification Form (see the instructions on the back of each form). At this time the generator will be asked to provide a brief description of the waste, the generating organization, generator point of contact, and a cost account charge number to be used for all activities which are required to characterize the waste.

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5.0 GENERAL (cont.)

Blank forms may be obtained from Waste Characterization. Forms may be copied for the sake of expediency; however, the user of the form must exercise caution to insure that copies are legible and centered, and contain all required information. This information includes the instructions on the reverse side of each page. Waste Characterization will not accept forms judged to be of insufficient quality to be placed in the site's operating record. Corrections must be made by striking out incorrect entries with a single line, then initialing and dating the correction. Do not use "liquid paper" or "white out" to make corrections.

For wastes which currently exist, all applicable forms must be submitted immediately. For wastes not yet generated, generators are required to forward applicable forms (discussed below) to Waste Characterization within 30 days of requesting the MEF number. Waste Characterization will cancel MEF numbers for which the generator submittals have not been received within this time.

Generators may contact Waste Characterization at 738-9353 if assistance is required in completing the necessary forms.


6.0 PREREQUISITES

None

7.0 PROCEDURE

7.1 INTRODUCTION

The Material Evaluation Form (MEF) is not only the document by which generators identify materials which require characterization, but also the document on which the Waste Characterization staff records the summary of those characterization efforts. The MEF does not reproduce or duplicate the delineation of specific waste as identified in the site inventory system; rather, it maps to a particular waste stream which is uniquely identified via the MEF number. Specific inventories of materials are assigned to a particular MEF using the MEF Verification Form and the Inventory Identification Attachment.

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7.2 COMPLETING THE MATERIAL EVALUATION FORM (MEF)

GENERATOR


NOTE: Incomplete entries will not be accepted. "None", "Unknown", and "N/A" (Not Applicable) may be used when appropriate.

1. Obtain the correct MEF form (Figure 1) and an MEF Number from Waste Characterization. Once this procedure is finalized, only the new forms (attached) will be accepted for use--except in those cases in which the generator has as MEF characterization in process using the old forms.
2. Complete each item in the requestor section of the MEF in accordance with the directions provided in Figure 1, Sheet 3 of 3. The directions are also found on the reverse side of each page of the requestor section of the MEF.
3. If there is not sufficient space on the form, prepare an attachment sheet noting the MEF number at the top of sheet.
4. Upon completion of the MEF, attach all relevant information concerning the material (e.g., SOPs, analytical results, narrative describing generating process, etc.) and forward to Waste Characterization for completion.
5. Maintain a copy of the MEF in requestor's files, including the evaluation section (Figure 2) when completed by Waste Characterization.

7.3 USING THE MEF TO RE-EVALUATE A WASTE STREAM

GENERATOR

1. Determine that a revision to the MEF is required due to changes in the composition of the waste or to changes in the generating process.
2. Complete requestor section of the MEF. The MEF number is the same as the original. Indicate "revision" next to the MEF number.

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**Fernald Environmental Management Project
MATERIAL EVALUATION FORM (MEF)**

Requestor Section

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A. REQUESTOR/WASTE STREAM IDENTIFICATION			
1. MEF#: _____	Original: _____ Revision: _____	2. Date Submitted: _____	3. Material Type and Source Code: _____
4. Requestor Name: _____	5. Plant No.: _____	6. Badge No./Co. Name: _____	
B. GENERATION INFORMATION			
1. Provide best descriptive name for material: _____	2. Does this material originate in a HWMU or SWMU? Unit Name/No. _____	3. Project, Activity, or Work Area generating waste (include CRU # if applicable): _____	
4. Date of first or expected generation: _____ <input type="checkbox"/> estimate; <input type="checkbox"/> actual _____	5. Generation Quantity: _____	6. Generation Frequency: _____	7. Similar waste stream MEF# (or MTC/IBC): _____
8. Provide a detailed description of what the material is: _____ _____			
9. Provide a detailed description of how and where (specify origin) the waste stream is/will be generated, including any units which manage the material: _____ _____			
(Note: Generator must attach all supporting documentation concerning items 8 and 9.) <input type="radio"/> additional narrative; <input type="radio"/> SOP;			
<input type="radio"/> MSDS; <input type="radio"/> AERDO Log excerpt; <input type="radio"/> release report; <input type="radio"/> manufacturing specs; <input type="radio"/> Other: _____			

FORM GEN.ME1, Revision 2.2, 02/04/94

wcp forms/gen.81

Figure 1 - Material Evaluation Form (MEF) Sheet 1 of 3

Figure 1 - Material Evaluation Form (MEF) Sheet 2 of 3

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Instructions to Generators for Completing the Material Evaluation Form (MEF), Requestor Section

The Waste Characterization Section is responsible for providing characterization for all wastes generated by FERMCO personnel/contractors. However, it is the initiating generator's responsibility to ensure that his/her waste is properly characterized in its present form.

The Material Evaluation Form (MEF) is the document by which generator identify material which requires characterization and on which the Waste Characterization group summarizes the results of the characterization effort. The MEF does not delineate specific waste as identified in the site inventory system, but refers only to the characteristics of a particular waste stream (identified by MEF #). Specific inventoried material is assigned to a particular using the MEF Verification Request Form and Inventory Identification Attachment.

The following directions have been developed to assist in the completion of the generator's section of the MEF. Each block of the form must be completed for MEF to be accepted. Use of "None" or "N/A" is acceptable when appropriate. Checkboxes items shown with a "☐" require attached documentation. Upon completion of this form submit to Waste Characterization as MS # 46. (Note MEFs will not be accepted with incomplete information or lacking documentation (e.g. MSDS, release report, etc)).

PART A. GENERATOR/WASTE STREAM IDENTIFICATION

- MEF #: Enter number of the form as received from Waste Characterization (x9353). Check whether this submission is original or a revision to an existing MEF as appropriate.
- Date Submitted: Enter the date the form is submitted to Waste Characterization.
- Lot Marking Code: Enter from the Material Type then the Source Code assigned to the waste if this information is known. Contact Materials Control and Accountability (MC&A), x6275, for assistance in determining this information. Enter "Unknown" if applicable.
- Generator Name: provide First Name, Last Name and Middle Initial.
- 5-6. Badge No./Co. Name/Phone No: Self Explanatory

PART B. GENERATION INFORMATION

- Name: Provide the best descriptive name for the material (e.g. spent acetone, dust collector residues, acid borings, purge water etc.)
- RWMU: If the material originates from a Hazardous Waste Management Unit please provide unit name and #. If you are unsure please consult your supervisor, Waste Characterization or cognizant CRU representative for assistance.
- Self-explanatory.
- Self-explanatory. Always provide at least an estimate. If the waste is "backlogged" or has otherwise already been generated, provide the historical date of generation as an actual date. This information may usually be obtained from existing records or from MC&A. "Unknown" is not acceptable.
- Generation Quantity: Enter the amount and unit of waste to be generated (i.e. 50 gal). This is generally the amount of waste in a container (or a multiple thereof). If the generation event is one-time only, enter the total amount of waste.
- Quantity/Frequency: Enter a time period (week, year etc.) during which the amount specified in item 5 will be generated, or "one-time" as appropriate.
- Similar waste stream: Enter MEF # or Material Type/Source Code for a similar waste stream if known. Otherwise "N/A".
- Description: Provide a clear concise description of what the waste stream actually is (e.g., residues from dust collector servicing). Include all components of the waste stream and any relevant information concerning packaging, absorbents etc. Be as detailed as possible. **DO NOT REPEAT THE DESCRIPTION CORRESPONDING TO THE MATERIAL TYPE CODE.**
- Description of Generation: Provide a detailed description of how the waste stream w/will be generated. Include specific process involved, history of waste etc. For containerized wastes include packaging information (e.g. unlabeled, packed with absorbent materials) Check and include all relevant supporting documentation (e.g. MSDS, SOP, Manufacturing Specification, Release Reports etc.).


PART C. PHYSICAL CHARACTERISTICS

- Color/Appearance: Be as detailed as space will allow. What does the waste look like?
- Phase: Check all that are present in the waste.
- Free Liquids: If yes, check a "based on" criteria.
- Odor: **DO NOT SMELL THE WASTE!** If the waste has a known accidental odor, then describe the odor (e.g., acid, pungent, solvent, sweet).
- Layers: Check appropriate box. Single layer means the waste has no distinct separation or layers (e.g., water, or oil, or semi-solid). Bi-layered means the waste is comprised of two distinct layers (e.g., water/dirt or oil/solids). Multi-layered means more than two distinct layers (e.g., oil/water/semi-solid).
- pH: If the waste contains aqueous free liquids, list the range of pH if known. If the pH is not known mark "not known" in the blank. If a pH range is entered, check the boxes for the range. Documentation may consist of analytical data, MSDS, or pH paper results. For non-aqueous wastes enter N/A.
- Flash Point: If the waste contains free liquids list the range of its flash point if known, if the flash point is not known, mark "not known" in the blank. If a flash point range is entered, check the boxes for the range. Documentation may consist of analytical data or MSDS.

PART D. MATERIAL COMPOSITION

- Composition: List all components which make up the waste stream along with the range of the approximate volume in percent or parts per million. Circle the unit (% or ppm) used for each component. Use ppm only if less than 10,000. Assume a value of 1% for any component given in ppm when calculating the "Total Maximum". If only partial knowledge of the components in the waste stream is available, list those components and provide the approximate percentage of the waste which is unknown. Provide boxes for the components in this section.
- Waste Characteristics: Check each box which applies to the waste. Circle items as appropriate. Do not document items "suspected" of being present in the waste. These should be noted in block B5.
None of the above - Check this when no entries above apply.
Not Known - Check this when adequate information is not available to answer the questions above.
None - Check the appropriate box when specific items above are checked.
- Radionuclide contamination: Indicate radionuclide contamination status of the material. If analytical data is available please attach to form. Contact US&T for information on radionuclide contamination of materials onsite. Indicate the basis for the checked item. Material Accounting information may be attached as analytical data.

Figure 1 - Material Evaluation Form (MEF) Sheet 3 of 3

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7.3 USING THE MATERIAL EVALUATION FORM (MEF) TO RE-EVALUATE A WASTE STREAM (cont.)

3. Upon completion of the MEF attach all relevant information concerning the material (e.g., SOPs, analytical results, additional narrative describing generating process, etc.) and forward to WC for completion.
4. Maintain a copy of the MEF revision in requestor's files.

7.4 COMPLETING THE MEF VERIFICATION FORM


NOTE: The MEF Verification Form is submitted whenever there is physically identifiable waste that is to be associated with a particular MEF. It may be submitted with the original MEF if the waste has already been generated, or after characterization is completed if the generator's intent is to characterize before generating. It is also submitted when additional waste is generated; or in the case of backlogged production wastes, when additional waste is identified which is believed to match an existing waste profile. The Verification Form is always submitted with an Inventory Attachment.

WASTE CHARACTERIZATION

1. Completing the MEF Verification Form and distributing it to the generator within five (5) working days.

GENERATOR

2. Obtain the MEF Verification Form from WC. (Example provided in Figure 3.)
3. Complete each item in the requestor section in accordance with the directions provided in Figure 3. These directions are also provided on the reverse side of the form.
4. Upon completion of the Verification Form, attach all relevant information concerning the material (e.g., SOPs, analytical results, additional narrative describing generating process, etc.) and forward to Waste Characterization for completion.
5. Maintain a copy of the Verification Request in requestor's file.

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Verification Form

A. WASTE STREAM IDENTIFICATION		
1. Requester:	2. Phase:	3. Serial Number:
4. Generation Event:	<input type="checkbox"/> Original Generation <input type="checkbox"/> Additional Generation <input type="checkbox"/> Safe Shutdown Generation <input type="checkbox"/> Other (Describe):	5. Date Submitted: (see instructions page)
6. Material Description:		
7. Process Description: <input type="checkbox"/> Documentation Attached		
8. Generation Location:		
B. WASTE STREAM TO VERIFY AGAINST		
1. MEF:	2. Material Description:	
3. Determination Date:	4. Determination:	5. Hazardous Waste No(s).
6. Remarks: <input type="checkbox"/> Extra page(s) attached		

Evaluation Section

C. MATERIAL STATUS	
1. Evaluator:	2. Date:
3. Summary	Material Determination:
<input type="checkbox"/> Material is characterized by MEF # _____. Inventory is revised to include the inventory shown on the associated inventory attachment.	<input type="checkbox"/> RCRA Solid Waste (i.e., Non-RCRA) <input type="checkbox"/> RCRA Hazardous Waste Hazardous Waste No(s):
<input type="checkbox"/> This material does not match the characterization of the referenced MEF. Submit a new MEF for this material immediately.	
Remarks:	
Waste Characterization Approval Signature: _____ Date: _____	
D. DISTRIBUTION	
Requester:	V/L/S Characterization Plan

FORM VME-FR1, Revision 2.1, 01/14/94

supplemental 21

Figure 3 - Material Evaluation Form (MEF) - Verification Form (Sheet 1 of 2)

Page 1 of 2FLUOR DANIEL FERNALD
SITE DOCUMENT SYSTEM

1. ICP No.	<u>1C97-010</u>
2. Effective Date:	<u>3-3-97</u>
3. Expiration Date:	<u>N/A</u>

INTERIM CHANGE TO A PROCEDURE/DOCUMENT

- | | |
|---|------------------------------------|
| 4. AFFECTED PROCEDURE/DOCUMENT NUMBER/REVISION/DATE
<u>EW-6001 / REV. 5 / 2-13-95</u> | 5. AFFECTED PAGE NUMBER: <u>16</u> |
| 6. PROCEDURE/DOCUMENT TITLE:
<u>INITIATING WASTE CHARACTERIZATION ACTIVITIES USING THE MATERIAL EVALUATION FORM</u> | |
| 7. SPECIFIC ACTIVITY/AREA AFFECTED:
<u>GENERATION OF WASTES / SITE-WIDE</u> | |
| 8. CHANGE:
<u>REMOVE MEF VERIFICATION FORM, REVISION 2.1, DATED 01/14/94 WITH</u>
<u>THE ATTACHED MEF VERIFICATION FORM, REVISION 3, DATED 03/11/97</u>
AND REPLACE | |
| 9. JUSTIFICATION:
<u>VERIFICATION FORM HAS BEEN UPDATED AND NEEDS TO BE</u>
<u>PLACED INTO PROCEDURE PRIOR TO ITS USE.</u> | |

APPROVAL SIGNATURE: S. J. Walsh

Functional Area Manager

SUBJECT EXPERT: Carolyn WaughCHECKER: John D. Little2/27/97

Date

2-26-97

Date

01-11-97

Date

FILING INSTRUCTIONS: File this form facing page 1 of Procedure/Document No. EW-0001
(Effective Date: 2/13/95 Revision No. 5)

MEF VERIFICATION

WASTE STREAM IDENTIFICATION

1. Requestor:		2. Phone:	3. Serial Number:
4. Date:	5. Material Description:		6. Proposed MEF:
7. Generation Location:		8. Generating Equipment or Unit:	9. Generating Project:

10. Description of Generation Process: ☐ Documentation Attached

B. INVENTORY

☐ See Attached List _____ page(s) attached

Inventory Number	Lot Number (optional)	Inventory Number	Lot Number (optional)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

C. EVALUATION & APPROVAL

☐ This is a new characterization. The above listed inventory is characterized by MEF.

☐ This is a re-characterization. The above listed inventory is characterized by MEF.

The material was previously characterized by the following:

Rationale: ☐ Documentation Attached ☐ Additional Information Attached

Approval:

WS&C Name:

Signature:

D. DISTRIBUTION

MEF File(s):

Requestor:

Other:

The Waste Sampling and Characterization (WS&C) Section is responsible for providing characterization for all wastes generated by FEMAP personnel/activities. However, it is the individual generator's responsibility to ensure that his/her waste is properly characterized in its present form.

The MEF Verification Form must be used whenever there exists discrete waste material which must be associated with a specific waste profile documented on a MEF. Use of the MEF Verification Form streamlines the characterization process by providing a means of associating uncharacterized waste materials with an existing waste profile documented on a MEF. This minimizes the need to produce a new MEF for each and every generation event. Data quality objectives are the same as for any characterization. The Waste Sampling and Characterization Group may be contacted to determine if an appropriate MEF exists against which a waste may be verified. The information provided by the requestor on this form must show sufficient process control, and/or documentation of waste matrix and constituents to verify that the waste meets the profile specified on the referenced MEF. The Waste Sampling and Characterization Group may request additional visual inspections and/or sampling to confirm the match.

The completed MEF Inventory Attachments along with the parent MEF serve as the characterization documentation required to receive waste into a site waste management facility. The following directions have been developed to assist in the completion of the Requestor's section of this form. Please note that each block of the form must be completed in order for the form to be accepted. Use of 'None' or 'N/A' is acceptable when appropriate. Do not leave any blocks in the Requestor's section blank. When the MEF Verification Form is completed, attach the necessary Inventory Identification Attachments and forward to Waste Sampling and Characterization at MS # 46 or to the designated WS&C project support team member.

PART A: WASTE STREAM IDENTIFICATION

- 1.
- 2.
3. Contact WS&C at extension 5657 to obtain this
- 4.
5. dust collector servicing). Include all components
CORRESPONDING TO THE MATERIAL TYPE
- 6.
- 7.
- 8.
- 9.
10. description and attached documentation (if included)
information to verify that the waste corresponds to
project logbooks, AEDO spill reports, Satellite
request additional visual inspections or sampling in

Requestor: Provide First Name, Last Name, and Middle Initial.

Phone: Self Explanatory

Serial Number: This is a unique four digit number assigned by Waste Sampling and Characterization (WS&C).

number.

Date: Date submitted.

Material Description: Provide a clear concise description of what the waste stream actually is (e.g., residues from of the waste stream and any relevant information concerning packaging. DO NOT REPEAT THE DESCRIPTION CODE.

Proposed MEF: Enter the MEF number of the waste stream against which the material is to be verified.

Generation Location: Be as specific as possible.

Generating Equipment or Unit: Enter the name of the equipment or process unit that generated the waste.

Generating Project: Enter the name of the project which generated the waste.

Process Description: Provide a clear and concise description of the process generating the waste. The process must be of sufficient detail to provide the evaluator in the Waste Sampling and Characterization Group with enough the characterization described in the MEF. In general, attached documentation will be required. Examples include Accumulation Area (SAA) container records, SOPs, analysis data etc. Waste Sampling and Characterization may order to verify inventory with an existing MEF characterization.

PART B: INVENTORY

Provide the inventory number(s) for waste requiring MEF verification. The inventory number(s) may be provided in one of two ways:

1. By attaching a separate inventory list and the noting the number of pages of this attachment.
2. By entering the inventory number(s) on this form. Lot number(s) is(are) not required.

PARTS C & D: TO BE COMPLETED BY WASTE SAMPLING AND CHARACTERIZATION (WS&C)

Page 1 of 2

FLUOR DANIEL FERNALD
SITE DOCUMENT SYSTEM

1. ICP No. 1097-011

2. Effective Date: 3-3-97

3. Expiration Date: N/A

INTERIM CHANGE TO A PROCEDURE/DOCUMENT

4. AFFECTED PROCEDURE/DOCUMENT NUMBER/REVISION/DATE

EW-0001 / REV. 5 / 2-13-95

5. AFFECTED PAGE NUMBER:

17

6. PROCEDURE/DOCUMENT TITLE:

INITIATING WASTE CHARACTERIZATION ACTIVITIES USING THE MATERIAL EVALUATION FORM.

7. SPECIFIC ACTIVITY/AREA AFFECTED:

GENERATION OF WASTES / SITE-WIDE

8. CHANGE:

REMOVE THE "INSTRUCTIONS TO GENERATORS FOR COMPLETING THE MEF VERIFICATION FORM", REVISION 2.1, DATED 01/14/94 AND REPLACE WITH THE ATTACHED INSTRUCTIONS, REVISION 3, DATED 3/11/97.

9. JUSTIFICATION:

INSTRUCTIONS FOR FILLING OUT THE REVISED MEF VERIFICATION FORM HAS BEEN UPDATED AND NEEDS TO BE INCLUDED IN PROCEDURE.

APPROVAL SIGNATURE:

T. J. Walsh

(Functional Area Manager)

2-27-97

(Date)

SUBJECT EXPERT:

Carolyn Waugh

2-26-97

(Date)


CHECKER:

Lance D. H. H.

2/27/97

(Date)

FILING INSTRUCTIONS: File this form facing page 17 . Procedure/Document No. EW-0001
(Effective Date: 2/13/95 / Revision No. 5)

	Title: INITIATING WASTE CHARACTERIZATION ACTIVITIES USING THE MATERIAL EVALUATION FORM (MEF)	
	DOCUMENT NO: SSOP-0002 REVISION NO: 5	
	Effective Date: 02-13-95	Page 17 of 21

Instructions to Generators for Completing the MEF Verification Form

The Waste Characterization Section is responsible for providing characterization for all wastes generated by FEMP personnel/activities. However, it is the individual generator's responsibility to ensure that his/her waste is properly characterized in its present form.

The MEF Verification Form must be used whenever there exists discrete waste material which must be associated with a specific waste profile documented on an MEF. This form is accompanied by an MEF Container Inventory Attachment when the discrete waste is containerized. Use of the MEF Verification Form streamlines the characterization process by providing a means of associating uncharacterized waste materials with an existing waste profile documented on an MEF. This eliminates the need to produce a new MEF for each and every generation event. The MEF Container Inventory Attachment then provides the means of associating specific containers (inventory) with a waste profile documented on an MEF. Data quality objectives are the same as for any characterization. The Waste Characterization group may be contacted to determine if any appropriate MEF exists against which a waste may be verified. The information provided by the requestor on this form must show sufficient process control, and/or documentation of waste matrix and constituents to verify that the waste meets the profile specified on the referenced MEF. The Waste Characterization group may request additional visual inspections and/or sampling to confirm the match.

The completed MEF Inventory Attachments along with the parent MEF serve as the characterization documentation required to receive waste into a site waste management facility (including the controlled holding area). This documentation provides the key data link for associating MC&A inventory information with waste characterization information (i.e., provides a means for identifying an MEF number for each item in inventory). The following directions have been developed to assist in the completion of the Requestor's section of this form. Please note that each block of the form must be completed in order for form to be accepted. Use of 'Noes' or 'N/A' is acceptable where appropriate. Do not leave any blocks in the requestor section blank. When the MEF Verification Form is completed, attach the necessary Inventory Identification Attachments and forward to Waste Characterization at MS # 46.


PART A: WASTE STREAM IDENTIFICATION

1. **Requestor:** Provide First Name, Last Name, and Middle Initial.
2. **Planner:** Self Explanatory.
3. **Serial Number:** This is a unique four digit alpha-numeric string assigned by Waste Characterization. Example: "1001"; "SS01". When approved, the Verification Form will be identified as "MEF#-Serial#". Example: 1978-1001; 2001-SS01. Contact WCS at extension 9353 to obtain this number.
4. **Generation Event:** Check the appropriate item:
 - Original Generation: First quantity of material generated for which MEF was originally submitted
 - Additional Generation: Additional material generated which meets the MEF profile
 - Safe Shutdown Generation: Material generated by Safe Shutdown program
5. **Date Submitted:** Self explanatory. **NOTE:** for original generation materials, complete item B1 with MEF number and fill in all remaining requestor section boxes with "N/A".
6. **Material Description:** Provide a clear concise description of what the waste stream actually is (e.g., residues from dust collector servicing). Include all components of the waste stream and any relevant information concerning packaging. **DO NOT REPEAT THE DESCRIPTION CORRESPONDING TO THE MATERIAL TYPE CODE.**
7. **Process Description:** Provide a clear and concise description of the process generating the waste. The process description and attached documentation (if included) must be of sufficient detail to provide the evaluator in the Waste Characterization Group with enough information to verify that the waste corresponds to the characterization described in the MEF. In general, attached documentation will be required. Examples include project logbooks, AEDO spill reports, Satellite Accumulation Area (SAA) container records, SOPs, analysis data etc. Waste characterization may request additional visual inspections or sampling in order to verify inventory with an existing MEF characterization.
8. **Generation Location:** Be as specific as possible.

PART B: WASTE STREAM TO VERIFY AGAINST

1. **MEF#:** Enter the Material Evaluation Form # of the waste stream against which the material is to be verified.
2. **Material Description:** Enter the material description as found on the Waste Characterization database or MEF.
3. **Determination Date:** Enter the Determination date from the WC Database or the MEF Evaluation Section.
4. **Determination:** Enter the determination from the WC Database or the MEF Evaluation Section (e.g., RCRA Hazardous, Non-RCRA (i.e., Non-Hazardous) etc.)
5. **Hazardous Waste Note(s):** Enter the Hazardous waste Note(s), if applicable.
6. **Rationale:** Indicate your reason for believing the waste described in section A is characterized by the MEF described in section B. Please provide thorough and detailed explanations (use additional sheets if required).

PARTS C & D: TO BE COMPLETED BY WASTE CHARACTERIZATION

	Title: INITIATING WASTE CHARACTERIZATION ACTIVITIES USING THE MATERIAL EVALUATION FORM (MEF)	
	DOCUMENT NO: SSOP-0002 REVISION NO: 5	
	Effective Date: 02-13-95	Page 18 of 21

7.5 COMPLETING THE MEF CONTAINER INVENTORY ATTACHMENT

GENERATOR

1. Obtain the Inventory Identification Attachment from Waste Characterization. (Example provided in Figure 4.) The Inventory Identification Attachment is always submitted in conjunction with the original MEF or an MEF Verification Request Form.
2. Complete each item in Sections A and D in accordance with the directions provided in Figure 4. These directions are also provided on the reverse side of the form.
3. Attach the Inventory Identification Attachment to the MEF Verification Form and forward to Waste Characterization at MS-46.
4. Maintain a copy of the Inventory Identification Attachment in requestor's files.

8.0 APPLICABLE DOCUMENTS

8.1 DRIVERS

- DOE Order 5820.2A, "Radioactive Waste Management"
- 40 CFR 61, Subpart M, "Protection of the Environment/Asbestos Regulations"
- 40 CFR 261-272, "Protection of the Environment/Solid Wastes"
- 40 CFR 761, "Protection of the Environment/Toxic Substance Control Act (TSCA)-PCB"
- Amended Consent Agreement (ACA)
- FEMP Part B Permit Application - Waste Analysis Plan

Page 1 of 1

FLUOR DANIEL FERNALD
SITE DOCUMENT SYSTEM1. ICP No. 1C97-0122. Effective Date: 3-3-973. Expiration Date: N/A

INTERIM CHANGE TO A PROCEDURE/DOCUMENT

4. AFFECTED PROCEDURE/DOCUMENT/NUMBER/REVISION/DATE

ELU-0001 / REV 5 / 2-13-95

5. AFFECTED PAGE NUMBER:

18

6. PROCEDURE/DOCUMENT TITLE:

INITIATING WASTE CHARACTERIZATION ACTIVITIES USING THE MATERIAL
EVALUATION FORM

7. SPECIFIC ACTIVITY/AREA AFFECTED:

GENERATION OF WASTES / SITE-WIDE

8. CHANGE:

DELETE SECTION 7.5, "COMPLETING THE MEF CONTAINER
INVENTORY ATTACHMENT."

9. JUSTIFICATION:

THIS SECTION IS NO LONGER NEEDED SINCE THE FORM
NO LONGER EXISTS

APPROVAL SIGNATURE:

T. J. Walker

Functional Area Manager

2-28-97

Date

SUBJECT EXPERT:

Carolyn Waugh2-28-97

Date

CHECKER:

Lucy D. Smith2/28/97

Date

FILING INSTRUCTIONS: File this form facing page 18, Procedure/Document No. ELU-0001
(Effective Date: 2/13/95 / Revision No. 5)

Page 1 of 1

FLUOR DANIEL FERNALD
SITE DOCUMENT SYSTEM

- | | |
|---------------------|----------------|
| 1. ICP No. | <u>1C97013</u> |
| 2. Effective Date: | <u>3-3-97</u> |
| 3. Expiration Date: | <u>N/A</u> |

INTERIM CHANGE TO A PROCEDURE/DOCUMENT

- | | |
|--|------------------------------------|
| 4. AFFECTED PROCEDURE/DOCUMENT/NUMBER/REVISION/DATE
<u>ELU-0001 / REV 5 / 2-13-95</u> | 5. AFFECTED PAGE NUMBER: <u>19</u> |
| 6. PROCEDURE/DOCUMENT TITLE:
<u>INITIATING WASTE CHARACTERIZATION ACTIVITIES USING THE MATERIAL EVALUATION FORM</u> | |
| 7. SPECIFIC ACTIVITY/AREA AFFECTED:
<u>GENERATION OF WASTES / SITE-WIDE</u> | |
| 8. CHANGE: | |

DELETE THE "CONTAINER INVENTORY ATTACHMENT" FORM, REVISION 2.1, DATED 02/04/94.

9. JUSTIFICATION:

THE CONTAINER INVENTORY ATTACHMENT FORM AND THE MEF VERIFICATION FORM HAVE BEEN COMBINED INTO ONE FORM, THE REVISED MEF VERIFICATION FORM, REVISION 3, DATED 3/11/97.

APPROVAL SIGNATURE:

T. J. Wick
(Functional Area Manager)2-28-97

(Date)

SUBJECT EXPERT:

Carolyn Wauger2-28-97

(Date)

CHECKER:

Lee D. Holt2/28/97

(Date)

FILE INSTRUCTIONS: File this form facing page 19, Procedure/Document No. ELU-0001
(Effective Date: 2/15/95 / Revision No. 6)

Page 1 of 1

FLUOR DANIEL FERNALD
SITE DOCUMENT SYSTEM

1. ICP No.	<u>1C97-014</u>
2. Effective Date:	<u>3-3-97</u>
3. Expiration Date:	<u>N/A</u>

INTERIM CHANGE TO A PROCEDURE/DOCUMENT

4. AFFECTED PROCEDURE/DOCUMENT/NUMBER/REVISION/DATE

EW-0001 / REV 5 / 2-13-95

5. AFFECTED PAGE NUMBER:

20

6. PROCEDURE/DOCUMENT TITLE:

INITIATING WASTE CHARACTERIZATION ACTIVITIES USING THE MATERIAL
EVALUATION FORM

7. SPECIFIC ACTIVITY/AREA AFFECTED:

GENERATION OF WASTES / SITE-WIDE

8. CHANGE:

DELETE THE "INSTRUCTIONS TO GENERATORS FOR COMPLETING
THE WEF CONTAINER INVENTORY ATTACHMENT".

9. JUSTIFICATION:

INSTRUCTIONS ARE NO LONGER NEEDED SINCE FORM
NO LONGER EXISTS.

APPROVAL SIGNATURE:

F. J. Walsh
(Functional Area Manager)2-28-97

(Date)

SUBJECT EXPERT:

Carolyn Vaughn2-28-97


(Date)

CHECKER:

Lucy Dillitt2/28/97

(Date)

FILE INSTRUCTIONS: File this form facing page 20, Procedure/Document No. EW-0001
(Effective Date: 2/13/95 / Revision No. 5)

	Title: INITIATING WASTE CHARACTERIZATION ACTIVITIES USING THE MATERIAL EVALUATION FORM (MEF)	
	DOCUMENT NO: SSOP-0002 REVISION NO: 5	
	Effective Date: 02-13-95	Page 20 of 21

Instructions to Generators for Completing the MEF Container Inventory Attachment

The Waste Characterization Section is responsible for providing characterization for all wastes generated by FERMCO personnel/activities. However, it is the individual generator's responsibility to ensure that his/her waste is properly characterized in its present form.

The MEF Inventory Attachment (this form) is submitted in conjunction with the MEF Verification Form. These documents are used whenever there exists quantifiable waste material which must be associated with a particular waste stream profile documented on an MEF (see section 7.3 of SSOP-0002 for applications). When completed by both the requester and Waste Characterization, this form serves as the documentation by which the waste is involved at a site waste management unit (including the controlled holding area). It also serves as the means for inputting the status of characterization (documented on the MEF) into the site's waste inventory system.

The following directions have been developed to assist in the completion this form by generator. Attach this form to the completed MEF Verification Form and forward to Waste Characterization at MIL # 46.

PART A: GENERAL INFORMATION

Upper
right

- Page ___ of ___ Complete as appropriate.
- MEF #: Enter the MEF number from the MEF Verification Form.
 - Serial Number: Enter the Verification serial number from Block 1 of the associated Verification Form. Contact WCS at x9353 to obtain this number.
 - Date Completed: Self-explanatory.
 - Completed by: The name of the person completing Parts "A" and "D" of this form.
 - Special Notes: Note any special identifying information. Material being received from offsite should be noted here.

PARTS B AND C: FOR USE BY WASTE CHARACTERIZATION ONLY


PART B: INVENTORY COUNT BY CONTAINER

- Item No. This is a line item number. Start with "1" and number consecutively for each line completed.
- Lot Code Information: Enter the 15 digit lot code obtained from MCRA (see section 4.0 of SSOP-0002). Do not enter only a material type and source code.
- Total Number of Containers: Enter either the total number of containers in the lot or "1" as appropriate. The use of "1" signifies that not all containers in the lot are applicable. A "1" requires an entry in the "Individual Container Identification" column.
- Type of Container: Enter the appropriate code from block A-5.
- Individual Container ID: Enter the drum number, inventory number, or container serial number if the "Total Number of Containers" is 1. Otherwise enter "None 4s" to signify that the total represents all containers in the lot.

exp/mer/inv.int

FORM ENV-INT, Revision 2.1, 02/04/94

Figure 4 - Material Evaluation Form (MEF) - Container Inventory Attachment
(Sheet 2 of 2)

	Title: INITIATING WASTE CHARACTERIZATION ACTIVITIES USING THE MATERIAL EVALUATION FORM (MEF)	
	DOCUMENT NO: SSOP-0002 REVISION NO: 5	
	Effective Date: 02-13-95	Page 21 of 21

8.0 APPLICABLE DOCUMENTS (cont.)

8.1 DRIVERS (cont.)

- FEMP Sitewide CERCLA Quality Assurance Project Plan (SCQ)
- Nevada Test Site Defense Waste Acceptance Criteria, Certification, and Transfer Requirements (NVO-325-Rev. 1), June 1992 (Rev. 1)
- Ohio Administrative Code (OAC) 3745-20, "Asbestos Regulations"
- Ohio Administrative Code (OAC) 3745-51 to 69, "Hazardous Waste Regulations"
- Stipulated Amendment to the Consent Decree (SACD)

8.2 REFERENCES

- Waste Characterization Manual (Department Document)
- FEMP RCRA Part B Permit Application - Waste Analysis Plan
- FEMP Sitewide CERCLA Quality Assurance Project Plan (SCQ)
- SOP 20-C-625, "Evaluating Low Level Radioactive Waste (LLRW) Bulk Waste Streams for Shipment"
- SSOP-0008, "Preparing and Transferring Uncharacterized Waste to the Controlled Holding Area"
- Revised FMPC Waste Determination Plan, September 20, 1990

ATTACHMENT A

SAMPLE CHECKLIST

FEMP

Reference MEF # 905

LOW-LEVEL RADIOACTIVE WASTE

MATERIALS EVALUATION AND CONTAINER INFORMATION - WOOD

SECTION I				
WASTE EVALUATION		YES	NO	N/A
1. Treated:	a. Material free from creosote treatment			
2. Residues:	a. Free from process or waste residues			
3. Stains:	a. Stains cover less than 10% of wood surface or Stain covers more than 10% of wood surface caused by green salt, black oxide, white salt, or orange oxide			
4. Paint:	a. Free from lead-based paint or Paint covers less than 10% of material			
5. Plastic/Rubber:	a. Material consists of less than 20% by volume other materials and does not contain any oil, solid residues, or entrapped liquids (e.g. plastic or rubber parts/hardware)			
6. Metal:	a. Metal constitutes more than 10% by volume (If yes, then metals checklist (FS-F-3484) must also be used.)			

SECTION II - CONTAINER INFORMATION			
1. MATERIAL ORIGIN/DESCRIPTION			
2. PACKAGING START DATE		PACKAGING FINISH DATE	
4. CONTAINER NUMBER:		3. OPERATOR(S) SIGNATURE	
5. BE CARD NUMBER:		DATE	
6. * MEF NUMBER:		5. CONTAINER TYPE	
		<input type="checkbox"/> S/L <input type="checkbox"/> WHITE METAL BOX	
APPROVED BY:		7. LOCATION PACKAGED:	
SUPERVISOR(S) SIGNATURE/DATE		8. % COMBUSTIBLE:	
APPROVED BY:		APPROVED BY:	
		QA SIGNATURE/DATE	

* When materials are packaged that do not meet the criteria established in Section I, but have an approved MEF number, the MEF number and material must be recorded.

GENERATOR TO MAKE DISTRIBUTION:		
1	Original to Facilities and Material Evaluation	MS65
2	Copy to Waste Shipping	MS63
3	Copy to Environmental Compliance	MS66
4	Copy to Materials Control and Accountability	MS28

FS-F-3486 (REV. 4/7/82)